

DEPUTY CLERK TO THE BOARD

GENERAL DEFINITION OF WORK:

Performs intermediate paraprofessional work in the County Administrator's office; does related work as required. Work is performed under general supervision of the County Administrator and Office Manager.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Assisting with preparing and maintaining Board agendas, materials, files and records; attending Board meetings, taking and typing minutes.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Responds to citizen's concerns and/or inquiries through verbal and written communications.
- Composes and drafts correspondence, resolutions and proclamations on Board Members behalf.
- Prepares and monitors daily calendars; schedules appointments for Board Members.
- Organizes special events and receptions.
- Coordinates conference registrations and travel arrangements for Board Members annual meetings.
- Tracks and submits Board Members travel expense reimbursement.
- Assists in preparing Board agenda for County Administrator's review.
- Prepares and submits Notice of Public Hearing and similar legal ads for local newspaper publication.
- Reviews and edits Board package materials.
- Manages details for physical set-up and breakdown of on- and off-site meetings, including sound system, computers, recording equipment, refreshments, seating and preparing agenda materials for public dissemination.
- Takes appropriate follow-up steps with County offices and outside agencies on individual agenda action items.
- Attends Board of Supervisors meetings, records and takes notes for minutes.
- Assists in preparing permanent Minute Books upon approval of minutes.
- Communicates regularly with local media representatives.
- Responds to citizen requests for public information subject to Freedom of Information Act requirements.
- Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of standard office practices, procedures, equipment and secretarial techniques; thorough knowledge of grammar and spelling; general knowledge of the organization and functions of the County government and of general administrative policies and practices; ability to keep involved office records; ability to perform and organize work independently; ability to type accurately 60 wpm; ability to prepare effective correspondence on routine matters; ability to establish and maintain effective working relationships with other employees and the public and to deal with public relations problems courteously and tactfully.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from an accredited community or technical college and considerable administrative assistant experience.

PHYSICAL REQUIREMENTS:

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects, and some light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires stooping, reaching, standing, lifting, fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

SPECIAL REQUIREMENTS:

None.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.